



*Embassy of the United States of America
Yaounde, Cameroon*

**Small Grants Program
B.P. 817 Yaoundé, Cameroon**

**The U.S. Ambassador's Special Self-Help Fund
Application**

The Self-Help Application Form is FREE of charge and the Embassy DOES NOT request any payment to receive and evaluate a project.

Funding Opportunity #: AFYDE-SSH-GR-POLECON-2019

Date: _____

| | |
|---|---|
| 1. COMMUNITY OR GROUP INFORMATION (please provide copy of registration certificate and bylaws) | |
| 1.1 Group Identity and Contact | |
| Name of group or association: | |
| Type of group (check where appropriate): | <input type="checkbox"/> CIG <input type="checkbox"/> Association <input type="checkbox"/> NGO <input type="checkbox"/> Health organization <input type="checkbox"/> Educational organization <input type="checkbox"/> Other (specify) _____ |
| Name of President /Delegate | |
| Address or P.O. Box: | |
| Telephone: | |
| E-mail: | |
| 1.2 Group's Project Manager (if any)/Alternate Group Contact Information | |
| Name: | |
| Title: | |
| Address or P.O. Box: | |
| Telephone: | |
| E-mail (mandatory): | |
| 1.3 Reference | |
| Name: | |
| Organization: | |
| Address or P.O. Box: | |
| Telephone: | |
| E-mail (mandatory): | |
| 1.4 Description of Group or Community | |
| How long has the group existed? | |
| How many members? | |



*Embassy of the United States of America
Yaounde, Cameroon*

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|---|--|
| How often do you meet? | |
| How are you organized? | |
| What development activities has your group implemented in support of the community? | |
| Have you ever received a grant from the US Embassy? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes: | Amount: Year: Project title/type: Project Site: |

| 2. PROJECT INFORMATION | |
|--|---|
| 2.1 Project Identification | |
| Project title: | |
| Project type: | <input type="checkbox"/> WASH <input type="checkbox"/> Social Services <input type="checkbox"/> Income Generating Activities <input type="checkbox"/> Environment/Agriculture <input type="checkbox"/> Other (specify) _____ |
| Elements and quantity to realize in project (egg: 2 wells, 2 classrooms, 3 mills, etc.): | |
| 2.2 Project Location | |
| Village or quarter: | |
| Sub-division: | |
| Division: | |
| Region: | |

NB: Every project considered for funding will be visited before final approval. Please include a sketch or description with this application showing how to find you.

| | |
|---|--------------------|
| 2.3 Project Description | |
| 2.3.1 Number of beneficiaries | |
| Men _____ Women _____ Boys _____ Girls _____ | Total _____ |
| 2.3.2 Project background (describe the context of the project) | |
| | |
| | |
| 2.3.3 Project justification (why is this project necessary?) | |
| | |



*Embassy of the United States of America
Yaounde, Cameroon*

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| | |
| 2.3.4 Project goal (what is the purpose of the project?) | |
| | |
| | |
| 2.3.5 Project expected impact (Describe the new situation that will arise because of the project) | |
| | |
| | |
| 2.3.6 Project activities (for constructions, include sketches or drawings of any buildings. These do not need to be formal blueprints.) | |
| | |
| | |
| <ul style="list-style-type: none"> What have you already done? Explain both planning and any construction. (Examples: foundation laid, walls raised to roof level, funds raised, etc.) | |
| | |
| | |
| <ul style="list-style-type: none"> When did work on the project begin or when do you anticipate it will begin? | |
| | |
| | |
| <ul style="list-style-type: none"> Explain how much work has to be done to complete the project and how long it will take. (You must attach an activity timeline like the sample on the last page of this form.) | |
| | |
| | |
| 2.3.7 Project sustainability (What is your organization's plan to ensure the project's sustainability? (e.g.: water management committee, community contributions for maintenance/repairs, etc.) | |
| | |
| | |
| 2.4 Project Financial Summary | |
| 2.4.1 General financial details (Attach a detailed budget or cost estimate to your application. For equipment purchase, include pro forma invoices from at least two different sources). | |
| What is the total cost of this project? | |
| How will these funds be used? | Attach detailed budget (see Sample A) |
| How much money have you already raised for this project and has it been used? In FCFA: | Amount raised: |
| | Amount used: |
| Who provided this money? | |
| Are other embassies, donors, or government agencies providing money or support for this project? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: |



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Yaounde, Cameroon*

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| 2.4.2 Embassy grant | |
| How much money are you requesting from the United States Embassy? | FCFA: |
| 2.4.3 Community and other contributions | |
| Labor | <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: |
| Equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: |
| Materials | <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: |
| Money | <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: |
| Other | <input type="checkbox"/> Yes <input type="checkbox"/> No Describe: |
| 2.4.4 Income generation | |
| When completed, will the project produce income? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, how much? | |
| Who will control the income generated? | |
| How will the income be used? | |

Signature of President / Delegate

Name: _____

Title: _____

Date: _____

Signature of Local Authority

Name: _____

Title: _____

Date: _____



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Applicant Check List

- Include a budget similar to Sample A on the following page or the Excel sample file provided.
- Include a timeline similar to Sample B on the following page.
- Include a sketch and/or a description of how to locate your project's site.
- Verify that you have provided a correct and current mailing address, telephone number and e-mail address, if these are available.
- Sign the application.
- Make a copy of the application and all supportive documents for your records.
- Do not submit any documents that have not been requested.
- Send the original completed application to the Embassy.

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Sample A: Budget

The budget should be stated in local currency (francs CFA) and should include a budget summary and a budget narrative that includes the details of the costs associated with each line items and other relevant information to support the proposed budget. There should be a direct relationship between the activities described in the proposal and the budget. All proposals should use the following sample budget format.

Date:

BUDGET SUMMARY FOR: INCLUDE NAME OF ORGANIZATION

| NAME OF PROJECT | TOTAL (CFA) | FUNDING SOURCE | | |
|--|----------------|--------------------|-----------------|----------------|
| | | U.S. Embassy (CFA) | Community (CFA) | Total (CFA) |
| Phase I: Clearing of site and construction of foundation | 63,500 | 52,500 | 11,000 | 63,500 |
| Phase II: Raising of walls | 43,000 | 35,000 | 8,000 | 43,000 |
| Phase III: Windows and doors, painting, finishing | 15,200 | 12,000 | 3,200 | 15,200 |
| TOTAL | 121,700 | 99,500 | 22,200 | 121,700 |

BUDGET NARRATIVE: INCLUDE DETAILS OF EXPENSES

| | | | | FUNDING SOURCE | | |
|--|-------|------------------|-------------|--------------------|-----------------|-------------|
| | UNITS | UNIT PRICE (CFA) | TOTAL (CFA) | U.S. Embassy (CFA) | Community (CFA) | Total (CFA) |
| Phase I: Clearing of site and construction of foundation | | | | | | |
| Clearing of Site in m2 | 2 | 500 | 1,000 | 0 | 1,000 | 1,000 |
| Cement | 5 | 2,000 | 10,000 | 0 | 10,000 | 10,000 |
| Sand | 3 | 1,000 | 3,000 | 3,000 | 0 | 3,000 |
| Gravel | 3 | 1,500 | 4,500 | 4,500 | 0 | 4,500 |
| Skilled labor | 2 | 10,000 | 20,000 | 20,000 | 0 | 20,000 |
| Unskilled labor | 5 | 5,000 | 25,000 | 25,000 | 0 | 25,000 |
| TOTAL PHASE I | | | 63,500 | 52,500 | 11,000 | 63,500 |
| Phase II: Raising of Walls | | | | | | |
| Cement | 10 | 2,000 | 20,000 | 20,000 | 0 | 20,000 |
| Sand | 4 | 2,000 | 8,000 | 0 | 8,000 | 8,000 |
| Stones in m3 | 2 | 7,500 | 15,000 | 15,000 | 0 | 15,000 |
| TOTAL PHASE II | | | 43,000 | 35,000 | 8,000 | 43,000 |
| Phase III: Windows and doors, painting, finishing | | | | | | |
| Paint | 29 | 300 | 8,700 | 8,700 | 0 | 8,700 |
| Window painting (15 windows) | 15 | 800 | 12,000 | 12,000 | 0 | 12,000 |
| Door painting (4 doors) | 4 | 800 | 3,200 | 0 | 3,200 | 3,200 |
| TOTAL PHASE III | | | 15,200 | 12,000 | 3,200 | 15,200 |
| TOTAL | | | 121,700 | 99,500 | 22,200 | 121,700 |



Sample B: Activities Timeline

All proposals should use the following sample activities timeline.

| Project Activities | January 2019 – October 2019 | | | | | | | | | |
|-----------------------------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct |
| Phase I | | | | | | | | | | |
| Clearing of site | X | | | | | | | | | |
| Digging of foundation | | X | X | | | | | | | |
| Construction of foundation | | | X | X | | | | | | |
| | | | | | | | | | | |
| Phase II | | | | | | | | | | |
| Raising of walls | | | | X | X | X | | | | |
| Rafters, roofing, ceiling | | | | | | | X | X | | |
| Flooring | | | | | | | | X | | |
| | | | | | | | | | | |
| Phase III | | | | | | | | | | |
| Windows/doors painting, finishing | | | | | | | | X | X | |
| Submission of final report | | | | | | | | | | X |